

# ActivEngage



## Quick Start Guide

The **ActivClassroom** by PROMETHEAN



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# About

This Quick Start Guide is about registering ActivEngage clients in ActivInspire, and running voting sessions. The process is identical for ActivInspire Studio and ActivInspire Primary editions. This guide assumes that ActivEngage has already been set up.

For details of how to set up ActivEngage, see the ActivEngage Webhelp.

## More info

### ActivEngage Student Sheet

The Student Sheet is a graphical overview of how to start ActivEngage and use it to answer questions. Students can access the Student Sheet from the **Menu > Help** option in the ActivEngage client.

### ActivEngage Webhelp

See the ActivEngage Webhelp for detailed information about:

- Network related considerations
- Setting up ActivEngage
- Registration and voting
- Using the ActivEngage client



You can access the ActivEngage Webhelp in two ways:

- On Promethean Planet from the ActivEngage homepage:  
<http://activengage.prometheanplanet.com>
- On a computer with ActivEngage Server installed, from:  
**Start > All Programs > Activ Software > ActivEngage > Webhelp**

## ActivInspire Webhelp

For detailed information about voting sessions, and how to prepare question pages, see the ActivInspire WebHelp.

## Promethean Planet

To join the growing online community of Prometheans, go to:

[www.prometheanplanet.com](http://www.prometheanplanet.com)

You can also download the ActivEngage and ActivInspire software from there.

## Knowledgebase

For online technical support, go to the Promethean Knowledgebase:

[www.prometheankb.com](http://www.prometheankb.com)

## Technical support

For telephone support, contact our Customer Support team. See details on page 13.

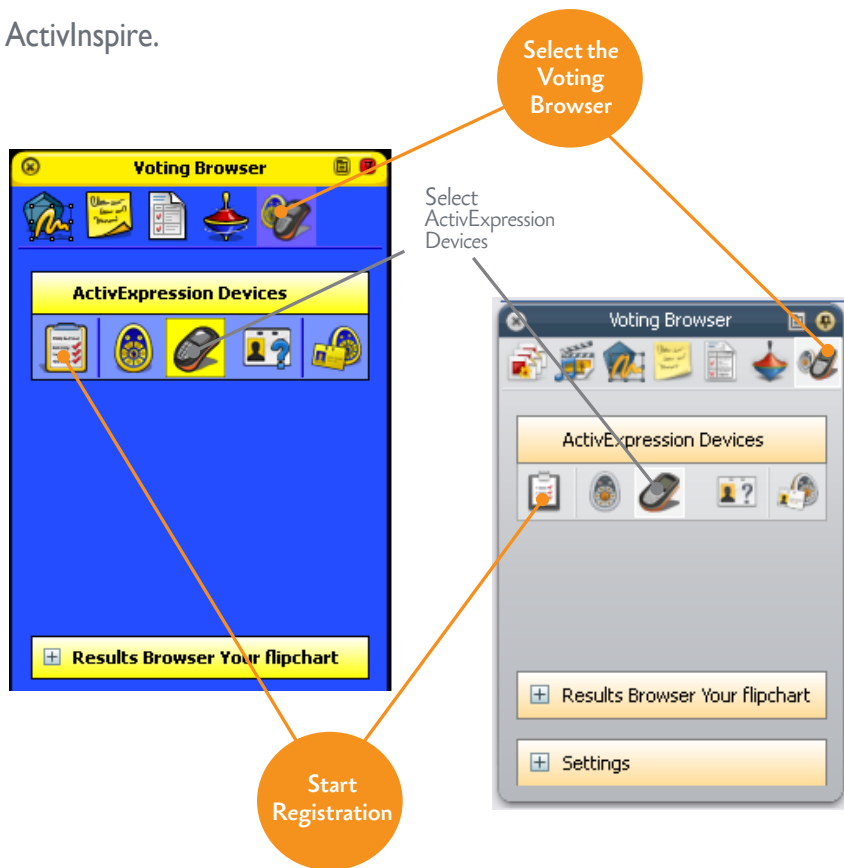


# Registration

ActivInspire



Device registration is the process of telling the ActivHub how many ActivEngage clients there are in the classroom, and their names. You need to register ActivEngage clients before you begin a voting session. You start registration from the Voting Browser in ActivInspire.



Make sure that your students have started ActivEngage on their computers.

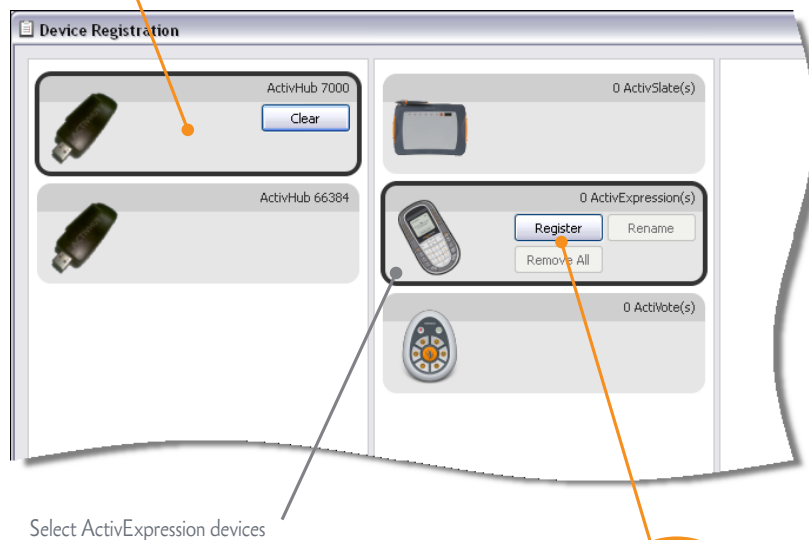


ActivEngage icon

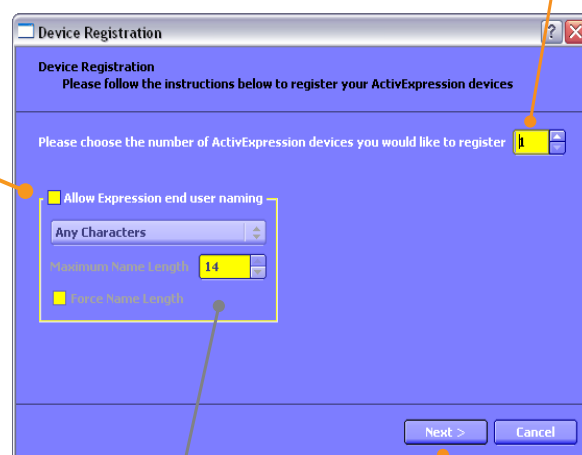




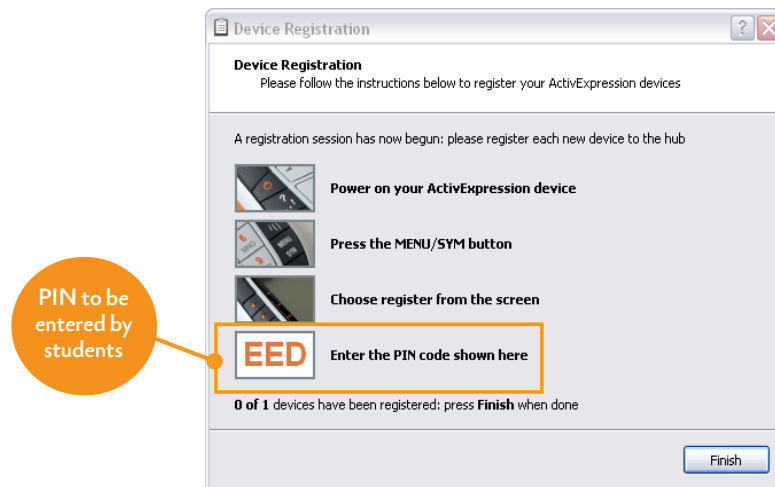
In Device Registration in ActivInspire, make sure that you select the correct ActivHub, then select **ActivExpression** devices before you click Register.



During registration, ActivInspire allocates names to ActivEngage clients. You can let ActivInspire generate these automatically from the computer names, or let students enter a name at the keyboard. You can also rename the clients later.



### ActivInspire



To register, students must connect to an ActivHub. The connection method depends on the network setup, and affects what students have to do. Check the prompt on the students' ActivEngage displays.

### ActivEngage



Automatic hub selection

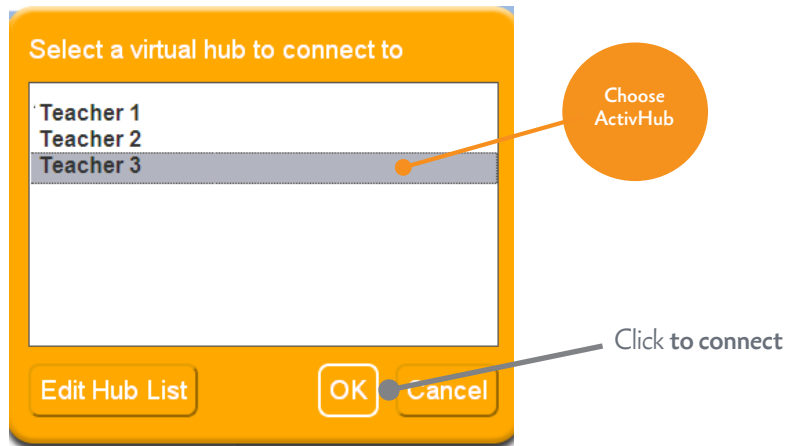
Students click **Select a hub**, choose a hub from the list, then enter the PIN



Manual hub selection







All students must enter the correct PIN.



If you chose to let students name their ActivEngage clients, they must enter the name now.



### ActivEngage

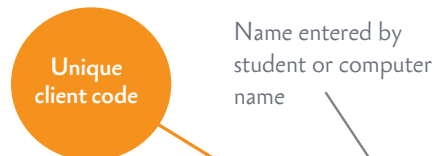
The ActivEngage display now shows that the client is registered and connected.



As soon as students send the correct PIN, Device Registration shows their ActivEngage clients as registered.

Each client's name has two parts.

The first part is allocated automatically.



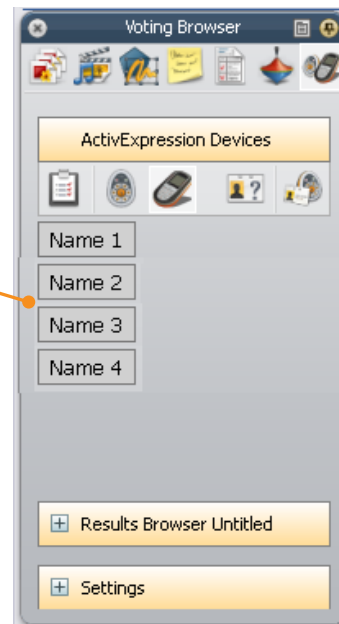
### ActivInspire



Check the Voting Browser at any time to see the list of ActivEngage clients registered on your ActivHub.

Register additional clients as necessary. Contact IT staff or your network coordinator first, to make sure you have the required number of licenses.

Registered clients



# Voting

Once your students have registered, and they are connected to the correct ActivHub, they can use ActivEngage to answer questions you ask in ActivInspire.

Two types of voting session are supported:

- ExpressPoll, where you ask one or more quick questions.
- Prepared questions, where you open a flipchart page that contains a question you prepared previously.

For more information about voting sessions, and how to prepare question pages, see the ActivInspire WebHelp.



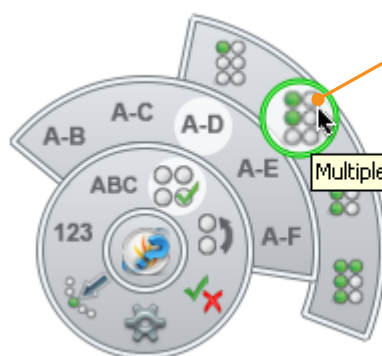
### ExpressPoll

ActivInspire



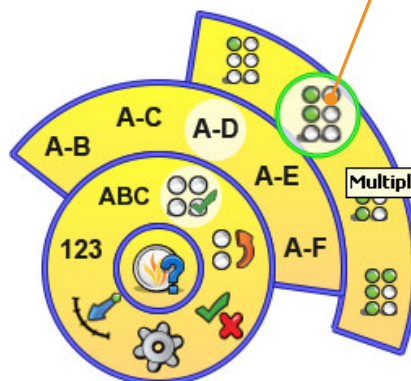
Click ExpressPoll

Move mouse pointer over Wonderwheel to display options



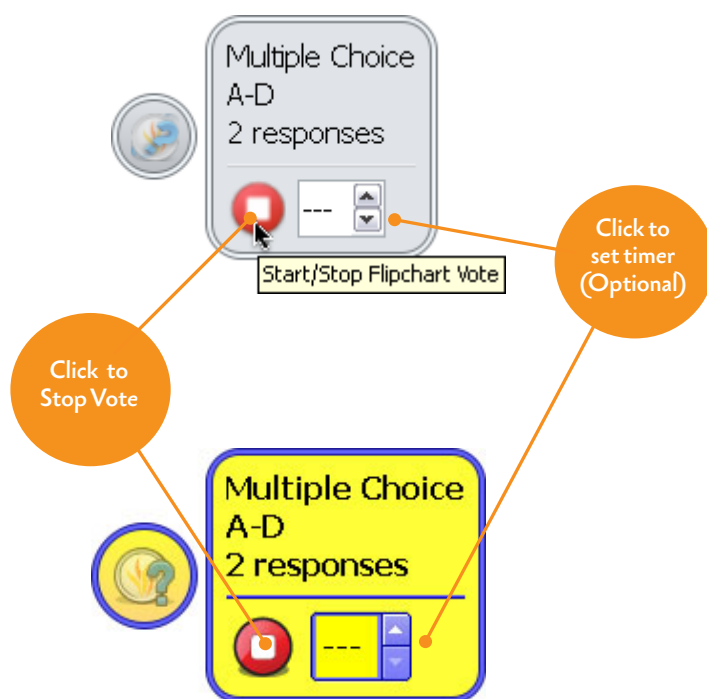
Select an option

Multiple Choice A-D: 2 Response



Multiple Choice A-D: 2 Response



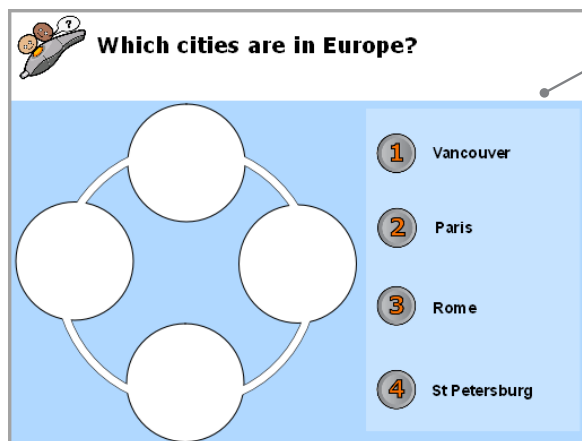




### Prepared questions

Make sure that your students have started ActivEngage, and that they are connected to the correct ActivHub.

ActivInspire



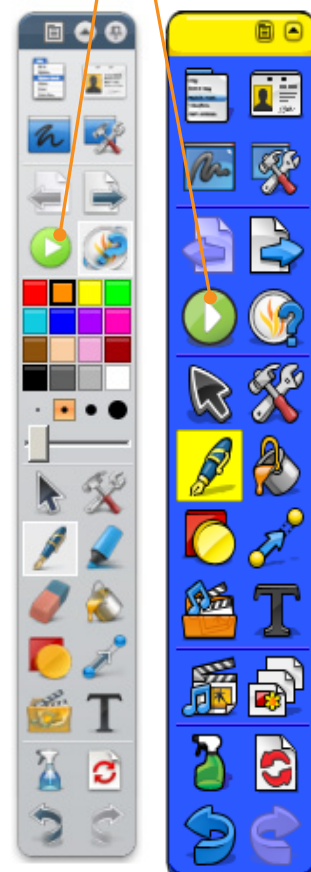
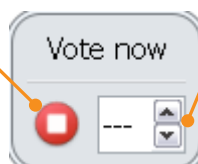
Navigate to a flipchart page that contains a prepared question

Click to Start Vote



Click to Stop Vote

Click to set timer (optional)





# Technical support

REGIONS	TELEPHONE NUMBERS
Asia Pacific (English)	+44 1254 291786
Australia	1800 075 943
China (North)	10800 744 1297
China (South)	10800 441 0318
Hong Kong	800 968 341
Japan	00531 780 218
Malaysia	1800 814 305
New Zealand	0800 448 611
Singapore	800 4411 351
South Korea	00798 443 41243
Taiwan	00801 044 265
Europe (English)	+44 1254 290995
France	0826 621 245
French	+44 1254 290 997
Germany	0800 184 4869
German	+44 1254 290 999
Middle East and Africa (English)	+44 1254 290 995
Netherlands (English)	+44 1254 290 995
Spanish	+44 1254 290996
UK	0844 855 2202
Americas (English)	+1 678-762-1800
Americas (Spanish)	+1 678-336-8100
Canada (English)	+1 678-762-1800
USA	+1 888-652-2848

Web: [www.prometheankb.com](http://www.prometheankb.com)

Online community: [www.prometheanplanet.com](http://www.prometheanplanet.com)

Corporate: [www.prometheanworld.com](http://www.prometheanworld.com)



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